

Application for Employment



The Village of Machesney Park is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, gender, religion, age, disability, sexual orientation, or any other legally protected status. Applicants requiring reasonable accommodation to the application and/or interview process should notify the Village Administrator at 815-877-5432

300 Roosevelt Road
Machesney Park, IL 61115

Today's date: _____ Position applied for: _____

Type of employment desired: _____ Full time _____ Part time _____ Seasonal

Name: _____

Address: _____

City, State, Zip: _____

Telephone #: () _____ Email: _____

Referral source: Village Website _____ Advertisement _____ Village Employee _____ Other _____

Date available to start: _____

Have you previously been employed by the Village? _____ Yes _____ No

When? _____ What position? _____

Do you have any relatives currently holding an elected office of the Village, serving on a committee of the Village, or employed by the Village of Machesney Park? _____ Yes _____ No

If yes, state their name, relationship, & position: _____

EDUCATION

	School name and location	# of years	Degree	Course of study	Did you graduate?
High School					____ Yes ____ No
College					____ Yes ____ No
Other					____ Yes ____ No

SKILLS

Describe any qualification(s), training, computer skills, and/or experience related to the job for which you are applying that may be helpful to us in considering your application: *(including certifications licenses, professional membership(s), or job related organizations and office(s) held)*

EMPLOYMENT HISTORY

Are you legally eligible to work in the United States? _____ Yes _____ No

Attached

Please attach a resume or an additional sheet listing at least the three most recent positions you have held. Please provide start and end dates, name and address of employer, position held, and a brief description of work.

U.S. Military Record

Branch of Service	From	To	Duties	Discharge Date

References

Name	Address/Telephone #	How know/position	Years Known

I certify that statements made by me on this form and on the attached resume are true and complete. I understand that this application is not, nor is it intended to be, a contract of employment. I agree that any misrepresentation or false statement on this application or resume shall be considered grounds for rejecting this application, rescinding a job offer, or for immediate discharge if discovered after hire. I authorize investigation of all statements contained in this application for employment and on my resume as may be necessary in arriving at an employment decision.

I am not obligated to disclose expunged juvenile records of adjudication or arrest and understand such information is confidential and should not be disclosed.

Signature _____ Date _____